

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 187
DECEMBER 3, 2014 – WORK SESSIONS**

**Public Works
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, December 3, 2014, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Jill Johnson, Chair** **Staff: Pam Dill**
 Helen Price Johnson, Member
 Aubrey Vaughan, Member – via Polycom from Camano

Staff Present: **Bill Oakes, Director, Steve Marx, Connie Bowers, Doug Cox, Phil Cohen, Jan vanMuyden**

Others Present: **Elaine Marlow, Budget Director**

Record @ 00:05

Add-on

Bill Oaks briefed the Board on the snow/wind event over the Thanksgiving holiday weekend.

Roads

Subject/Description: **Beach Drive Road Vacation**

Attachment: Memorandum dated 11/17/14 from Bill Oakes, to BOCC/Petition

Action Requested: Approval of petition to vacate a portion of Beach Drive in the Plat of Miramar Terrace submitted by Darrell and Susan Wells.

Follow up: Okay with full Board to refer the petition to the County Engineer for a report per RCW 36.86.040.

Subject/Description: **Local Agency Agreement – Upgrade Regulatory and Warning Signs**

Attachment: Local Agency Agreement Supplement 2

Action Requested: Approval to transfer from contract to materials procurement due to increase in material costs; Amount: -0-

Follow Up: Okay with full Board to move forward to a Monday agenda.

Public Works

Subject/Description: **County Contribution for Mukilteo Joint Use-Parking Garage Feasibility Study**

Attachment: Memorandum dated 11/17/14 from Doug Cox, to BOCC

Discussion: City of Mukilteo is asking for a contribution from Island County to help fund a study to identify the location, costs and constructability of a future shared use parking garage in downtown Mukilteo.

Follow Up: The Board expressed support for the concept. Staff will work with the Budget Director on potential funding options and bring back to a future work session.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 188
DECEMBER 3, 2014 – WORK SESSIONS**

Surface Water

Subject/Description: Columbia Beach Drive Outfall Design Contract

Attachment: Memorandum from Phil Cohen to BOCC/Supplemental Agreement No. 1

Action Requested: Approval of contract with Skillings-Connolly, Inc. for the design of the extension of the Colombia Beach Drive Outfall; Amount: \$61,442.90.

Follow Up: Okay with full Board to move forward to a Monday agenda.

Subject/Description: Dave Mackie Park Stormwater Improvements

Attachment: Memorandum dated 12/3/14 from Phil Cohen, to BOCC/Supplemental Agreement No. 1

Action Requested: Approval of a 3 year time extension of the engineering contract with Skillings Connolly, Inc. for preliminary design, permitting and final design of the outfall extension and pump station; Completion date is December 31, 2017.

Follow Up: Okay with full Board to move forward to a Monday agenda.

Solid Waste

Subject/Description: Solid Waste Uncollectible Debt Write-off

Attachment: Solid Waste 2014 Uncollectible Debt Write-Off Approval

Action Requested: Approval of 2014 Uncollectible Debt Write-Off

Follow Up: Okay with full Board to move forward to Monday's agenda.

ER & R

Subject/Description: 2015 Asphalt Distributor & Chassis Call for Bids

Attachment: Memorandum dated 12/3/14 from Matt Nienhuis, to BOCC/resolution/General Provisions Specifications and Bid Proposal

Action Requested: Call for Bids for (1) New 2015 Asphalt Distributor and Chassis.

Follow Up: Okay with full Board to move resolution forward to a Monday agenda.

Subject/Description: Purchase (4) 2015 Ford Crew Cab Pickups off WA State Contract

Attachment: Memorandum dated 12/3/14 form Matt Neinjuis, to BOCC/PO # 10357/Resolution

Action Requested: Purchase of (4) New 2015 Ford F250 crew cab pickups; Legacy Ford \$118,135.08 including WSST; Resolution to surplus (2) 1998 GMC pickups and 1 1990 Chevrolet pickup.

Follow Up: Okay with full Board.

Parks

Subject/Description: Mower Purchase – Camano Island

Attachment: Memorandum dated 12/3/14 from Jan vanMuyden, to BOCC

Action Requested: Purchase of backup mower for Camano Island

Follow Up: Okay with full Board.

Subject/Description: Memorandum of Understanding

Attachment: Memorandum dated 12/3/14

Discussion: Memorandum of Understanding between Island County, South Whidbey Parks and Recreation, Port of South Whidbey & City of Langley for mutual assistance and support for Parks and Park facilities within each jurisdiction.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 189
DECEMBER 3, 2014 – WORK SESSIONS**

Follow Up: Document is still being refined and will come back to a future work session.

Subject/Description: Fencing Material for Rhododendron Park

Attachment: Memorandum dated 12/3/14

Action Requested: Parks is partnering with the Central Whidbey Little League in the installation of 120' of fencing on ballfield #3 at Rhododendron Park. Parks will purchase the fencing materials for \$2000.00 and the Central Whidbey Little League is paying for the installation.

Follow Up: Okay with full Board.

Human Resources

Work Session was held between the County Commissioners and Human Resources on Wednesday, December 3, 2014 at 10:15 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair **Staff:** Pam Dill
Helen Price Johnson, Member
Aubrey Vaughan, Member – via Polycom from Camano

Staff Present: Melanie Bacon, Human Resource Director

Others Present: Elaine Marlow, Budget Director, Bill Oakes, Greg Bank, Keith Higman, Larry VanHorn, Dave Wechner

Record Part 2 @ 00:05

Subject/Description: Job Requisitions

Attachment: yes

Action Requested:

Prosecuting Attorney

- Paralegal/Legal Assist 1, Increase hours from .5 to 1 FTE, #-88/14 – Postponed

Public Works

- Surface Water Engineer/Civil Engineer 1, New position, R-23, #093/14
Commissioner Price Johnson moved to approve Job Requisition #093/14. The motion was seconded by Commissioner Johnson and carried unanimously.
- Laborer 1, Replacement, R-8, #098/14
Commissioner Price Johnson moved to approve Job Requisition #098/14. The motion was seconded by Commissioner Vaughan and carried unanimously.

Health/Department of Natural Resources

- EHS II DNR Water Quality, Replacement, C-11 #092/14
Commissioner Price Johnson moved to approve Job Requisition #092/14. The motion was seconded by Commissioner Johnson and carried unanimously.
- DNR Manager, reactivating old position, NR 13, #091/14
Commissioner Price Johnson moved to approve Job Requisition #091/14. The motion was seconded by Commissioner Vaughan and carried unanimously.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 190
DECEMBER 3, 2014 – WORK SESSIONS**

Facilities Management

- Maintenance Lead Technician, New position, NR 13 #094/14
Commissioner Price Johnson moved to approve Job Requisition #094/14. The motion was seconded by Commissioner Vaughan and carried unanimously.
- Maintenance Technician II, Replacement, C-9 #095/14
Commissioner Price Johnson moved to approve Job Requisition #095/14. The motion was seconded by Commissioner Vaughan and carried unanimously.

Planning/Community Development

- Long Range Planner, New position, C-11/12, DOQ, #090/14
Commissioner Price Johnson moved to approve Job Requisition #090/14. The motion was seconded by Commissioner Vaughan and carried unanimously.
- Planning Manager, Current Use, New position, NR 17, #099/14
Commissioner Price Johnson moved to approve Job Requisition #099/14. The motion was seconded by Commissioner Vaughan and carried unanimously.

Central Services

- Sharepoint Adoption Manager, New position, NR 17, #097/14
Commissioner Price Johnson moved to approve Job Requisition #097/14. The motion was seconded by Commissioner Johnson and carried unanimously.
- Enterprise Data Manager, New position, NR 15, #096/14
Commissioner Price Johnson moved to approve Job Requisition #096/14. The motion was seconded by Commissioner Johnson and carried unanimously.

Subject/Description: 2015 Performance Reviews, Senior staff

Attachment: yes

Discussion: Postponed.

**Sheriff
Summary Minutes**

Work Session was held between the County Commissioners and the Sheriff on Wednesday, December 3, 2014, at 11:10 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair
Helen Price Johnson, Member
Aubrey Vaughan, Member –via Polycom from Camano

Staff: Pam Dill

Staff Present: Sheriff Mark Brown, Monica Felici

Others Present: Elaine Marlow, Budget Director

Record Part 2 @ 53:20

Subject/Description: ICSO-MOU

Attachment: MOU

Action Requested: Approval of Memorandum of Understanding between ICSO and Washington Traffic Safety Commission (WTSC) to fund overtime for law enforcement to

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 191
DECEMBER 3, 2014 – WORK SESSIONS**

provide high visibility enforcement emphasis patrols in support of Target Zero; Term: 10/1/14-9/30/15; Amount: \$7,000.00.

Follow-up: Okay with full Board to move forward to a Monday agenda.

Subject/Description: Coupeville-MOU

Attachment: MOU

Action Requested: Approval of Memorandum of Understanding between the Coupeville Marshalls Office and the Washington Traffic Safety Commission (WTSC) to fund overtime for law enforcement to provide high visibility enforcement emphasis patrols in support of Target Zero; Term: 10/1/14-9/30/14; Amount: \$3,300.00.

Follow-up: Okay with full Board to move forward to a Monday agenda.

**Assessor
Summary Minutes**

Work Session was held between the County Commissioners and the Assessor on Wednesday, December 3, 2014, at 11:15 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Jill Johnson, Chair** **Staff: Pam Dill**
 Helen Price Johnson, Member
 Aubrey Vaughan, Member - via Polycom from Camano

Present: Mary Engle, Assessor, Amy Witt

Others Present: Elaine Marlow, Budget Director

Record Part 2@ 55:27

Subject/Description: Certification by Legislative Authority of tax amounts requested by taxing district for levy purposes

Attachment: ordinance

Action Requested: Approval of ordinance certifying the levies for collection of taxes in the year 2015.

Follow up: Okay with full Board to move forward to a Monday's agenda.

**Human Services
Summary Minutes**

Work Session was held between the County Commissioners and Human Services on Wednesday, December 3, 2014, at 11:20 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Jill Johnson, Chair** **Staff: Pam Dill**
 Helen Price Johnson, Member
 Aubrey Vaughan, Member – via Polycom from Camano

Staff Present: Jackie Henderson, Director, Mike Etzell, Catherine Reid, Lynda Richards

Others Present: Elaine Marlow, Budget Director

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 192
DECEMBER 3, 2014 – WORK SESSIONS**

Record Part 2 @ 57:15

Subject/Description: RFP – 2015 Development Disabilities Services

Attachment: Draft RFP

Action Requested: Approval to proceed with RFP for Child Development Services in Island County.

Follow up: Okay with full Board.

Subject/Description: RFP – 2015 Developmental Disabilities Services

Attachment: Draft RFP

Action Requested: Approval to proceed with RFP for Individual Supported Employment and/or Community Access.

Follow up: Okay with full Board.

Subject/Description: Housing Advisory Board recommendations for 2015 Housing Proposal Funding

Attachment: 2015 Housing Assistance Proposals – Recommendations for Funding

Action Requested: Catherine Reid reviewed the Housing Advisory Board's recommendations for proposals funded by local Homeless Housing and Affordable Housing document recording fee funds.

Follow up: Okay with full Board to move forward with contracts for 2015.

**Planning & Community Development
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, December 3, 2014 at 11:35 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair

Staff: Pam Dill

Helen Price Johnson, Member

Aubrey Vaughan, Member – via Polycom from Camano

Staff Present: David Wechner, Director, Paula Bradshaw, Will Simpson, Brad Johnson, Amanda Almgren

Others Present: Elaine Marlow, Budget Director

Record Part 2 @ 01:18:00

Subject/Description: Draft Countywide Planning Policies

Attachment: Memo dated 11/21/14 from Planning to BOCC

Information: Brad Johnson noted they will be collecting input from other jurisdictions and the Board and will issue a revised draft. He pointed out that the policies were intended to guide interaction between the county and other jurisdictions in order to make coordinated planning decisions. Specific management policies guiding growth and development in RAIDS and the county's rural areas will be addressed through the development of the Comprehensive Plan.

Follow up: Schedule time after a Monday meeting in January to review the policies and any comments from the municipalities.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 193
DECEMBER 3, 2014 – WORK SESSIONS**

Health Department Summary Minutes

Work Session was held between the County Commissioners and the Health Department on Wednesday, December 3, 2014, at 1:05 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair Staff: Pam Dill
Helen Price Johnson, Member
Aubrey Vaughan, Member – Excused

Staff Present: Keith Higman, Director, Jill Wood

Others Present: Elaine Marlow, Budget Director

Record Part 2 @ 01:58:41

Administration

Subject/Description: WA State Department of Health – Consolidated Contract

Attachment: Contract No. C16886- Amendment 18

Action Requested: Approval of WA State Department of Health Consolidated Contract #C16886 Amendment 18; increase of \$737 for a revised maximum consideration of \$2,266,135.00.

Follow up: Okay with Board to move forward to a Monday agenda.

Add-on

Community and Family Health

Subject/Description: PremeraFirst Provider Agreement

Attachment: Agreement

Action Requested: Approval of contract between PremieraFirst, Inc. and Island County to provide Covered Services to Enrollees.

Follow up: Okay with Board to move forward to a Monday agenda.

Environmental Health

Subject/Description: Contract #14-1108R with WA State Recreation and Conservation Office - Ala Spit Restoration, Phase 4

Attachment: Contract No. 14-1108R

Action Requested: Approval of Ala Spit Restoration Project, Phase 4; removal of bulkhead and rock groin; Term: 9/18/14 - 12/31/16

Follow up: Okay with Board to move forward to a Monday agenda.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 194
DECEMBER 3, 2014 – WORK SESSIONS**

**Department of Natural Resources
Summary Minutes**

Work Session was held between the County Commissioners and the Department of Natural Resources on December 3, 2014 at 1:20 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Jill Johnson, Chair** **Staff: Pam Dill**
 Helen Price Johnson, Member
 Aubrey Vaughan, Member - Excused

Staff Present: **Keith Higman, Director, Jill Wood**

Others Present: **Elaine Marlow, Budget Director, Camille Speck, WDFW**

Record @ 02:07:43

Subject/Description: **Holmes Harbor and the Shellfish Protection District**

Attachment: none

Discussion: Camille Speck with the Washington State Department of Fish and Wildlife briefed the Board on the conditional upgrade from the Department of Health, biomass survey completed in May of 2014 and the outlook for the 2015 recreational clam harvesting season.

**Budget Director/GSA
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, December 3, 2014, at 2:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Jill Johnson, Chair** **Staff: Pam Dill**
 Helen Price Johnson, Member
 Aubrey Vaughan, Member - Excused

Staff Present: **Elaine Marlow, Budget Director**

Record @ 02:51:30

Subject/Description: Update on recent WA Counties Risk Pool Conference

Attachments: none

Information: Elaine Marlow provided a brief update on the Autumn Risk Pool Conference she attended November 13 & 14.

Subject/Description: Review Budget Amendment

Attachments: amendment

Information: Elaine reviewed the budget amendment with the Board.

Follow-up: Continue review at the December 17, 2014 work session.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 195
DECEMBER 3, 2014 – WORK SESSIONS**

**Commissioners Agenda
Summary Minutes**

The County Commissioners met during Work Session on Wednesday, December 3, 2014 at 10:05 a.m. and 2:25 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

County Commissioners: **Jill Johnson, Chair** **Staff: Pam Dill**
 Helen Price Johnson, Member
 Aubrey Vaughan, Member - Excused

Others Present: Elaine Marlow, Budget Director, Sami Postma, EDC

Record @ 57:54

Subject/Description: Consider applicants for the Housing Authority of Island County

Attachments: yes

Action Requested: The Board considered applicants for the Housing Authority of Island County.

Follow up: Okay with full Board to forward recommendation to a Monday agenda.

Subject/Description: Consider applicants for the Lodging Tax Advisory Committee

Attachments: yes

Action Requested: The Board considered applicants for the Lodging Tax Advisory Committee.

Follow up: Okay with full Board to forward recommendation to a Monday agenda.

Record Part 2 @ 03:45:13

Subject/Description: EDC contract

Attachments: draft contract

Action Requested: Approval of contract between Island County and the EDC for economic development programming for the entire Island County area; Contract Period: 1/1/15 to 12/31/18; Amount: \$75,000.00.

Follow up: Okay with Board to move contract forward to a Monday agenda with the following change:

8. Termination

Change (30) days written notice of the termination to (90) days written notice of the termination.

Subject/Description: Central Services equipment purchase

Attachments:

Action Requested: Postponed.

Follow up:

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 196
DECEMBER 3, 2014 – WORK SESSIONS**

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Jill Johnson, Chair

Helen Price Johnson, Member

Aubrey Vaughan, Member: Absent when signed

ATTEST:

Debbie Thompson, Clerk of the Board